



Seneca County Workforce Development & Youth Bureau
 Finger Lakes Works-Seneca
 1 DiPronio Drive, Waterloo, NY 13165
 (315) 539-1905; 1-800-688-7188
 Fax – (315) 539-3857



Job Leads and Services prepared by Seneca County For the Week of January 28, 2019

For additional information on services visit us at:

www.co.seneca.ny.us/wdyb

Ctrl and Click to follow link

(Includes job leads from Seneca, Ontario, Wayne and Yates Counties)

[Like us on Facebook](#)

Ctrl and Click to follow link



Don't Miss Our Services!!

Workforce Calendar.....Page 12 ([CAL](#))

VITA.....Page 11 ([VITA](#))

Seneca County Civil Service Opportunities.....Page 3 ([SCS](#))

Metrix is an online learning system that helps you upgrade your skills to secure employment. More information on **Page 16** ([MET](#))

SBDC (Small Business Development Center) First Wednesday of the month by appointment only. Page 14 ([SBDC](#))

TASC (Formerly GED) Classes offered right in our office! Page 16 ([TASC](#)) for more information.

A4TD (Associates For Training & Development) Are you age 55+ and looking for a job? See Page 16 ([A4TD](#)) for more information.

Affordable Care Act See Page 16 ([ACA](#)) for more information.

Youth Services See Page 15 ([YTF](#)) & 16 ([YTH](#)) for more information.

CNA/HHA See Page 9 ([FLH](#))

Other Services See Page 16 ([SVC](#)) for more information.

Explore the possibilities of On-the-Job Training (OJT) and inquire about eligibility for other training / funding opportunities through our office. See Page 10 for more information.

HOT LEADS

Finger Lakes Truck & Welding – Looking for an **office/store assistant**. Duties: Cashier and cash handling; assist customers with all of their needs in person and on the phone; order parts and supplies; pay bills; make trips to the bank or to other locations using company vehicle (driver's license required); ability to lift up to 40 pounds preferred; no experience necessary--willing to train the right candidate; 32-40 hours per week preferred, but flexible and willing to work around candidate's schedule, M-F. If you are interested in applying, contact Megan Slater at Seneca County Workforce Development, 315-539-1732, [mslater@co.seneca.ny.us](mailto:m Slater@co.seneca.ny.us).

NYS Job Bank (<https://mvjobs.ny.gov>) **278 Job Listings in Seneca County! See below for a sampling**

Company	Job Title	Order #	Listing Date
Seneca County	Cleaner*	NY1289557	1/28/2019
Waste Connections, Inc	Heavy Equipment Operator	DE5865253	1/27/2019
ITT Corporation	Production Manager / Shop Foreman 1st Shift	DE5859597	1/26/2019
Kelly Services	IT Support Desk Analyst (x2)	DE5859834	1/26/2019
Kelly Services	IT Support Desk Analyst (x2)	DE5859822	1/26/2019
Kelly Services	Trade Compliance Specialist	DE5859831	1/26/2019
Kelly Services	Trade Compliance Specialist	DE5853740	1/25/2019
Empire Tractor Inc.	Settlement Clerk	DE5850701	1/24/2019
Hillside Family of Agencies	Teaching Assistant I Behavioral Support	DE5847795	1/24/2019
ITT Corporation	Director, Quality & Regulatory Compliance	DE5848010	1/24/2019
New York State Civil Service	Nurse 1	DE5848750	1/24/2019

Company	Job Title	Order #	Listing Date
Reebok International LTD	Retail Store Associate - Waterloo 0060	DE5850528	1/24/2019
Seneca County	Administrative Assistant	NY1289345	1/24/2019
Cayuga Centers	FFT Therapist \$1000 sign on bonus!!	DE5843554	1/23/2019
Cayuga Centers	FFT Therapist	DE5844757	1/23/2019
Hillside Family of Agencies	Youth Care Professional I	NY1289093	1/22/2019
Hanesbrands Inc.	Key Carrier - Hanesbrands, Waterloo, NY	DE5836855	1/21/2019
ITT Corporation	Product Specialist	DE5835079	1/20/2019
ITT Corporation	Mechanical Technican - R&D Test	DE5835080	1/20/2019
Clarks Shoes	Part Time Sales Associate	DE5823570	1/18/2019
Clarks Shoes	Seasonal Sales Associate Opportunities Available	DE5823571	1/18/2019
ITT Corporation	Production Manager 1st shift Production Machine Shop and Assembly	DE5824278	1/18/2019
ITT Corporation	Maintenance Superintendent (Preventative Maintenance Programs)	DE5824279	1/18/2019
ITT Corporation	Product Design Engineer	DE5824280	1/18/2019
ITT Corporation	Production Supervisor - 2nd Shift - Machining and Assembly Areas	DE5824281	1/18/2019
New York State Civil Service	Nurse 1 or Nurse 2 Psychiatric-50%	DE5825188	1/18/2019
Community Bank Systems Inc.	Teller (Part-Time) - Seneca Falls Branch	DE5820714	1/17/2019
Finger Lakes Truck and Welding Supply, Inc.	Office Assistant/Cust. Srvc Assistant	NY1288879	1/17/2019
Robert Half	Project Administrator	DE5819583	1/17/2019
Walgreens	Pharmacy Technician in Training (Full-time)	DE5817703	1/17/2019
Willard Drug Treatment Center	Nurse 1	NY1288867	1/17/2019
Hillside Family of Agencies	Driver Food Services	DE5812186	1/16/2019
Kelly Services	Human Resources Assistant	DE5812478	1/16/2019
Kelly Services	Human Resources Assistant	DE5812545	1/16/2019
Belcan	Electrical Engineer	DE5804952	1/15/2019
Deep Dairy Products LLC	Production Workers	NY1288470	1/15/2019
Hillside Family of Agencies	Teaching Assistant I Behavioral Support	DE5805326	1/15/2019
Hillside Family of Agencies	Teaching Assistant I Behavioral Support	DE5805332	1/15/2019
Hillside Family of Agencies	Driver Food Services	DE5805337	1/15/2019
Hillside Family of Agencies	Youth Care Professional I	DE5802332	1/14/2019
Hillside Family of Agencies	Youth Care Professional III	DE5802337	1/14/2019

Local Business Leads

del LAGO RESORT●CASINO - Join a Winning Team! - 40 Positions open full and part time - visit:

<https://dellagoresort.com/careers-vendors/> to see the open positions in Administration, Food & Beverage, Hotel, Human Resources, Marketing, Spa, Table Games / Poker and more.

ARC of Seneca Cayuga - There are (33) job openings from Clerical to Social work and beyond. Many of our positions involve providing direct support to disabled individuals. To learn more about this work, follow this link: <https://sencayarc.applicantpro.com>

Finger Lakes Health -There are (133) openings in Penn Yan, Geneva, and Waterloo for both Full and Part time. Patient care, administrative, food service and mechanical. For more information please visit their web site at <https://www.flhealth.org/careers/>

Lochland School Inc. is now hiring direct support professionals Open interviews Monday - Friday from 9 AM - 3:30 PM - Sign on bonus may be available. Contact Julie Chiccino at 315-789-5208. Applications available on our website www.lochlandinc.org

Happiness House in Geneva is asking you to come join their progressive organization to make a difference in the lives of individuals with and without disabilities. Visit their web site www.happinesshouse.org to apply. Complete the application located on their web site or email interest with a resume to applications@happinesshouse.org

Local Business Leads Continued

Sodexo USA has Full and Part time openings (13) in Geneva. Primarily at the Hobart and William Smith Campus. For more information: <http://sodexousa.jobs/geneva/new-york/usa/jobs/>

G. W. Lisk - Has many production openings: Assistant Value Stream Supervisor, Assembler - 1st Shift MIS, Assembler/Operator - 1st Shift, Quality Control Inspector, Plating Operators, Molding Operators, Coil Winder, Assembler Operators, Assembler, Customer Service, Plating, Valve Assembler, Assembly Operators - MIS. These ads are found on their Web site: <https://careers-gwlisk.icims.com/jobs/intro?hashed=-435618621> Search this site by entering Clifton Springs in the location selection.

Seneca County Civil Service Opportunities

- **Continuous Recruitment:** Account Clerk; Account Clerk Typist; Caseworker & Caseworker Trainee; Clerk; Custodian; Psychiatric Social Worker; Psychiatrist; Public Health Nurse; Senior Typist; Typist; Wastewater Treatment Plant Operator
- **Current Opening:** Cleaners Seneca County COB/LEC (part-time), Custodian (Waterloo CSD), Data Entry Machine Operator-Stop DWI (part-time), Driver (part-time) Personnel Officer, Registered Professional Nurse School Substitute (Waterloo CSD), Registered Professional Nurse (part-time), School Fitness Center Aide (Waterloo CSD), School Monitor (Waterloo CSD), Staff Resources Assistant (District Attorney's Office), and Veterans Service Officer
- **Civil Service Exams:**
Accountant, Coordinator of Victim Witness & Domestic Violence Services, Principal Account Clerk, Senior Account Clerk – Test Date 3/2/19
Conservation District Technician, Fiscal Services Manager, Support Investigator – Application Deadline 2/8/19, Test Date 3/16/19
Public Health Specialist – Application Deadline 2/16/19, Test Date 3/16/19

To APPLY for any of the above positions or to find additional information about Civil Service opportunities, please visit: <https://seneca-portal.mycivilservice.com>.

Help Wanted Full Time

Finance Manager (Seneca Falls) - BonaDent Dental Laboratories - BonaDent Dental Laboratories is seeking an experienced Finance Manager to join our team in Seneca Falls, NY that will put your career Front & Center! We are dedicated to providing quality dental restorations, retaining the best employees, and to being the Dental Lab Industry's Anterior and Complex Case Specialists!
•Enhance the financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. •Direct supervision and engagement of all employees in the finance and purchasing department. •Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. •Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the President, Vice President, and other members of leadership in performing their responsibilities and to help build sales and profits. •Act as the chief custodian of accounting records, and assure for the accurate and timely preparation of the monthly financial statements, daily operating reports and other required financial reports, for all BonaDent entities and locations. •Oversee day-to-day accounting functions, including cash disbursements and receipts, collections, payroll and general ledger entry. •Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/BonaDent-Dental-Laboratories/jobs/Finance-Manager-3f8db8e1c5e351a7?vjs=3>

Software Support Specialist (Waterloo) – Arc of Seneca Cayuga - Are you looking for a steady job with a growing company in software support? We may have the position for you! Our Information Systems Department is looking to hire a Software Support Specialist to join their team. The best candidate will have at least 2 years' experience working in a professional software support environment interacting with users, customers, as well as the equipment. Application and/or database development experience is a plus! In this position you will provide software support to agency staff along with giving aid to your team members on training, support, troubleshooting and advancement of the agency's use of database and software systems. You will serve as a leader for agency staff in promoting the use of software systems and methods. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/viewjob?jk=7c72898f748650bb&l=Waterloo%2C+NY&tk=1d2cvc3vo0hr2002&from=web&vjs=3>

Help Wanted Full Time Continued

System Administrator III (Seneca Falls) – BonaDent Dental Laboratories - The Systems Administrator is required to work independently and alongside a team, to ensure the day to day technical operations of the organization run smoothly. Responsible for identifying hardware, network and service problems and working to resolve issues in a timely manner. Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones and security updates. Attention to detail, communication skills and sense of urgency are paramount to this position. Qualified candidates are highly organized and have superior analytical problem solving abilities. •Associates or bachelor's degree, or equivalent combination of training and experience •Previous Server Administration and Desktop Support experience preferred •Experience with Sonicwall, HP managed switches and Exchange Server, VM Ware, Microsoft Office Suite 2008 & 2012 •Background in business network troubleshooting, implementation, and VPN configuration •Ability to work with clients remotely with or without Remote Assistance Software •Experience with Enterprise audio/video distribution •Experience with Voiceover IP phone systems particularly All Worx a plus! •Support LANs, WANs, network segments, Internet, and intranet systems •Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers. The Systems Administrator must report to the Seneca Falls office daily, be willing and able to work on an on-call basis, travel and work some nights and weekends. This ad found on Indeed.com. For more information or to apply: https://www.indeed.com/cmp/BonaDent-Dental-Laboratories/jobs/System-Administrator-90ec55becbf82f14?sldu=QwrRXXKrqZ3CNX5W-O9jEvSACnHMP3BfocKn5vCZ5XEjN7eFzRKsY_up6E2bJYJgQNPCuxIm7-Vm9U9UhdMv1PnF0dKrK3vG4wlnhkZjs26o&tk=1d2cu8v0l0g0h004&adid=24525139&vjs=3

Assistant to Engineering Manager (Geneva) – Vance Metal Fabricators - We are currently seeking an Assistant to the Engineering Manager to support all activities in the Engineering Department. Successful candidate will have the ability to utilize AutoCad, be proficient utilizing Word and Excel software and have a familiarity with electronic file management systems. This position's responsibilities include, but are not limited to: •processing routing sheets to the appropriate work area, completing stock jobs, and assisting management with reporting via Microsoft Word, Excel Spreadsheets etc. •creating methods from proven jobs, updating incoming job changes and pulling paper work, handling rework jobs, and conducting Mass Method updates. •Reviewing new orders for like parts or where all sub component parts have been built in previous jobs. •Coordinating paperwork, schedule, pricing and parts for specific customer orders, scheduling back up, and conducting order entry/quote entry back up. This ad found on Indeed.com. For more information or to apply: https://www.indeed.com/cmp/Vance-Metal-Fabricators.-Inc/jobs/Assistant-Engineering-Manager-90153da4915e9a4a?sldu=QwrRXXKrqZ3CNX5W-O9jEvXnKID4QFA-myL-dQXZNK9xYJ3ANoJ1OZwF64H_WhvM-N5nF-sriVPnOgfK9TGcv8m5YQsX4OntzUkz4sVrYSRI&tk=1d2cu8v0l0g0h004&adid=262211528&vjs=3

Internal Communications Manager (Seneca Falls) – ITT Inc. - The Internal Communications Manager is responsible for global internal communications within the IP Value Center that engage current and prospective employees in the company's strategy and further their understanding of our vision and purpose. This involves designing communications programs and strategies that increase employee business acumen and create alignment with IP's strategy, goals, key company-wide issues and best practices. The Communication Manager will also act in the capacity of communications consultant to a variety of stakeholders and should be equally comfortable operating in the trenches and working alongside senior leadership. The successful candidate will have a proven track record of creating and deploying internal communications and engagement channels, programs and creative campaigns with a measurable positive impact on employee engagement and business performance. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/ITT-Inc/jobs/Internal-Communication-Manager-21ef7736d9421ed6?vjs=3>

Reconditioning Technician (Geneva) – Tradition Chevrolet Buick of Geneva - Tradition Chevrolet Buick of Geneva is looking for Certified Master Technicians to join our team. If you are tired of where you work and want to work in a clean and safe environment, come and see what we have to offer. We are looking for certified master technicians to join our team. We provide an excellent working environment! Responsibilities: Wash vehicle exterior, using cleaning solution, wax, water, cloths, and brushes. Clean and vacuum interior or vehicles to remove loose dirt and debris. Revitalize and preserve agents to vinyl or leather surfaces and treat fabrics with spot- and stain-resistant chemicals to preserve and protect interior components. Clean engine and engine compartment with steam-cleaning equipment and various cleaning agents to remove grease and grime. Apply special-purpose cleaners to remove foreign materials which normal cleaning procedures do not remove, utilizing experience and judgment and following recommendations of the product's manufacturer. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/viewjob?jk=df5675f23d02fa2f&l=Waterloo%2C+NY&tk=1d2cvqolk0hr2003&from=web&vjs=3>

Children & Youth Intensive Care Manager (Geneva) – Lakeview Health Services - Individual works from a trauma informed care perspective to provide assessment, counseling, advocacy, linkage, and coordination of treatment services for children and youth diagnosed with one single qualifying condition such as Severe Emotional Disturbances (SED), HIV/AIDS, Complex Trauma, or two chronic conditions including physical health and substance use disorders, who qualify for Health Home Services as designated by the Department of Health. Individual should strive to create a healing environment that respects the perspectives and experiences of the individuals, families, staff and communities we serve by practicing safe, respectful communication as well as respecting individuals' boundaries and differences. This ad found on Indeed.com. For more information or to apply: <https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=49b893be-d646-4b74-9080-b7434de9fe95&jobId=171703>

Help Wanted Full Time Continued

Teller (Geneva) – Lyons National Bank - Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving function of the branch office; coordinating work within the department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information and referring where appropriate. Responsibilities include but are not limited to: 1. Help create a positive, high energy, customer friendly environment that make customers feel welcome while in the branch or on the phone. 2. Performs a variety of duties to support the paying and receiving function of the branch office of which the following are illustrative: Accepts deposits of various account types. Accepts loan payments, safe deposit box rent, TT&L deposits, and other related payments. Processes night deposits and mail deposits. Processes manual direct deposit transactions for selected accounts. Greets and serves customers in a friendly and courteous manner. Maintains an awareness of new business opportunities with customers; actively refers customers to appropriate customer service personnel. Actively participates in cross-selling opportunities, in soliciting new business from present and prospective customers; Maintains an awareness of new business opportunities with customers by referring customers to appropriate customer service personnel to expand customer account relationships. Maintains an approved level of cash; turns in excess and mutilated cash. Prepares daily settlement and proof of cash transactions; balances cash drawer accurately and efficiently on a daily basis; reports differences to Head Teller/ Assistant Branch Manager. Maintains supplies and an awareness of Teller supply inventory control. Performs online maintenance according to established procedures. Performs various clerical duties, including but not limited to, answering telephone, ordering checks, checking video cameras, and ordering supplies. 3. Coordinates specific work tasks with other personnel within the department as well as with other departments in order to ensure the smooth and efficient flow of information. This ad found on Indeed.com. For more information or to apply:

https://www.appone.com/maininforeq.asp?Ad=455819&R_ID=2316495&Refer=&B_ID=91

Yard Laborer (Geneva) – Casella - Casella Waste Systems, Inc. has opened a search for a Yard Laborer to join our facility located in Geneva, NY. Responsibilities & Duties: •Cut up scrap totes •Clean totes •Paint and wash dumpsters •Keep a clean and organized yard •Maintain a safe working environment. This ad found on Indeed.com. For more information or to apply:

<https://www.casella.com/available-careers/yard-laborer-5>

Line Coordinator 2nd Shift (Geneva) – Henkel - •Assist Line Supervisor by coordinating team assignments, including manpower and materials, to maximize efficient production and quality per manufacturing order. •Maintain written records of line production, efficiency, and quality. Key punch data into computer and verify accuracy of records. •Orient and train new line technicians and assist in evaluation of line technicians' evaluations. Help to ensure the safety of individuals working in the department. •Make sure warehouse receipts match the actual for components and bulk. Inventory accuracy of product produces inputs and outputs, and accurately bar code place cards with correct information. •Perform minor line adjustments, and repairs needed for normal operation and effectively communicate conditions as they occur. This ad found on ZipRecruiter.com. For more information or to apply: https://job-openings.monster.com/line-coordinator-2nd-shift-geneva-ny-us-henkel/204767041?jvs=cf.can-18840.can.0&WT.mc_n=olm_sk_feed_ZipRecruiter_incremental

General Labor (Romulus) – Remedy Staffing - Remedy Staffing is looking for General Laborers to work at one of our local Manufacturers. The ideal candidate will be able to work with a team to accomplish daily tasks. Opportunity to grow with in the company, earn your way up through excellent attendance and performance. 1st shift: 6am - 2:30pm 40+ hours a week. Responsibilities include: • Working as a team to unroll large material • Cut, glue and heat weld material • Roll up finished product for storage and/or shipment. Apply Today! www.RemedyStaffing.com This ad found on craigslist.org. For more information: <https://fingerlakes.craigslist.org/mnu/d/romulus-general-labor/6803159756.html>

Dispatcher/Driver Supervisor (Phelps) – RIST Transport LTD. - RIST Transport, a division of Wadhams Enterprises, is accepting resumes for a Dispatcher/Driver Supervisor position located at it's Phelps, NY Terminal. Position is full time / days with great benefits!! Contact Recruiting if interested: 800-334-1314 x1178. Job Summary: As a member of the terminal dispatch staff, dispatchers are responsible for executing the daily dispatch responsibilities for a truckload terminal. These duties include customer service, load scheduling, assigning work to drivers, monitoring drivers and equipment, administration of safety programs, and general office duties as assigned by the Dispatch Operations Supervisor. Dispatchers report directly to the Dispatch Operations Supervisor. Responsibilities: A. Customer Relations: Dispatchers ensure the following dispatch/customer service responsibilities are consistently met: • Customer orders/delivery instructions are properly documented and entered in system • Prompt, courteous and honest communications with customers • Proactive problem solving to accommodate late requests for service, prevent late loads, changes in schedule, and handle special requests from customers as required • Assist management and sales with servicing existing customer accounts and developing new accounts • Ensure customer complaints are quickly and properly addressed; respond to customer inquiries of any sort in a timely manner • Use proper phone technique when dealing with customers and co-workers • Develop a complete understanding of customer products, facilities, personnel and delivery requirements. This ad found on craigslist.org. For more information: <https://fingerlakes.craigslist.org/trp/d/oaks-corners-dispatcher-driver/6802886109.html>

Help Wanted Full Time Continued

Student Engagement Coordinator (Seneca Falls) – New York Chiropractic College - This position reports to the Director of Student Engagement and Residence Life. The Student Engagement Coordinator is responsible for supporting, planning, and implementing student engagement activities for the College community. Oversees student employee staff within the Office of Student Engagement and Residence Life. Serves as a Judicial Advocate and supports all aspects of compliance requirements and mandates. May be called upon to act on behalf of the Director of Student Engagement and Residence Life in the Director's absence. 1. Develop, coordinate, implement, and assist with a variety of social engagement activities for the entire College community throughout the year. 2. Oversee all aspects of student clubs, class groups, and serve as advisor of the Student Government Association. Support scheduling for club and class group hosted events, including associated budgets and the coordination and oversight of the approval process for requesting guest speakers – both internal and external. 3. Responsible for managing club and class group budgets to include deposits, delivering regular account updates to student leaders/advisors, and processing reimbursement requests. 4. Serve on various College committees, such as Clinic Appeals, Care Team, Judicial Committee, Commencement Committee, and NYCC Blue Day. As requested, may serve on committees charged with the development of special College events, i.e., Homecoming, special ceremonies and committees, etc. 5. Collaborate with other offices/departments in the scheduling and hosting of campus-wide student engagement activities and events. 6. Oversee Residence Life Staff in developing and providing meaningful hall programming development. 7. Support the director in the efficient allocation of funding from and through other Student Services department budgets. 8. Support educational programming related, but not limited to, Title IX, Enough is Enough, VAWA, Clery Act, and SaVE. Other institutional federal and state compliance support and oversight as requested. 9. Assist Director in the implementation and adherence to internal orders of No Contact/No Retaliation, and mandated community service hours from judicial panel outcome. 10. Assist the Director with student complaints and documentation. Acts on complaints as appropriate and within College policy as directed. 11. Serve as an on-call staff member, responding to student and/or campus emergencies. Will support and assist with, as requested/needed, student emergencies/crises. 12. Act as a CSA (Campus Security Authority) and delivers training to cohort groups identified as needing to complete CSA training. Maintains the tracking of all students, staff, and faculty who complete CSA training. 13. Represent Student Services at new student orientation activities and Peer Mentor/ Student Guide Class to provide information related to campus resources and opportunities, cover any needed additional Title IX, CSA's, Enoughis- Enough, Bullying, Harassment, Cyberspace issues, etc. conversations. 14. Serve as Maxient Conduct Software Level 5 user. 15. Facilitate and/or support internal processes for Transition Ceremony and commencement awards. Supports the delivery of the annual Phi Chi Omega Honor Society induction ceremony. 16. Any other duties as needed and/or as assigned. If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu This ad found on the NYCC College website. For more information: <https://www.nycc.edu/employment-opportunities>

Help Wanted Part Time

Retail Sales Associate (Waterloo) – AutoZone - Provides WOW! Customer Service. Ensures assigned store tasks are completed in a timely manner on assigned shift. Operates cash registers and follows established cash handling procedures. Follows company policies and loss prevention procedures. Maintains a safe working environment including PPE (Personal Protective Equipment). Maintains store appearance and merchandising standards as directed. Ensures that merchandise is restocked and placed in their respective areas. Utilizes ZNET to help customers locate merchandise or find suitable alternatives. Maintains product knowledge and current promotions through AutoZone systems and information sources. Practices GOTTChA and assists with the installation of wipers blades, batteries and light bulbs. Utilizes OBDII to read codes from customer's automobiles. Ability to diagnose automobile problems and recommend solutions. Communicates with managers regarding customer concerns and employee matters. Actively engaged in developing more effective customer service skills. Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations. This ad found on Indeed.com. For more information or to apply: <https://autozone.jibeapply.com/jobs/USA2989S164P?lang=en-us&src=JB-10144&src=JB-10144>

Member Services Team Member (Geneva) – BJ's Wholesale Club - Member Services Team Members are responsible for assisting members at the membership and service desk areas with courtesy and friendly customer service. Additional responsibilities include but not limited to: •Handling merchandise returns, exchanges and merchandise pick-ups •Responding to member inquiries and addressing issues •Processing membership applications and renewals •Maintaining membership files. This ad found on Indeed.com. For more information or to apply: https://careers.bjs.com/job/Geneva-Member-Services-Team-Member-Job-NY-14456/506510900/?feedId=223100&utm_source=Indeed&utm_campaign=BJs_Indeed

Lot Attendants/Porters (Geneva) - Friendly Ford - This is an entry level position but experienced applicants are welcome. Opportunity for advancement. Must be available to work flexible hours & on Saturdays. We are looking for a hard-working, reliable, team-member. Must have a valid driver's license & a clean background. We are ranked number one by our customers in sales, customer satisfaction, service & parts. We will train you to be successful in the auto industry! Interviews with our Managers are by appointment only – Submit your resume today! This ad found on Indeed.com. For more information or to apply: https://www.indeed.com/cmp/FRIENDLY-FORD/jobs/Lot-Attendant-5c5c247106ed42fd?sjdu=Zzi_VW2ygsY1fzh3Ma9ZsE4zIT1NTXCwgFBhdjeTC3MMComTlbeNGKlsyZBUAAINlbuhcUAazGuLa-6dePP4zA&tk=1d2ctkndn0nj5003&adid=262616976&vjs=3

Help Wanted Part Time Continued

Assistant Manager (Waterloo) – J. Crew Group, Inc. - Our Assistant Managers: •Set the pace for all associates as selling and service leaders. •Are energized by creating a customer experience that exceeds expectations and drives loyalty. •Own the selling floor, placing the right people in the right place at the right time. •Motivate the team to achieve their SPH and KPIs. •Master and own their DOR. This ad found on Indeed.com. For more information or to apply: https://jobs.jcrew.com/job/Waterloo-Assistant-Manager-%28Part-Time%29%2C-J-Crew-Factory%2C-Finger-Lakes-NY-13165/526721100/?feedId=129300&utm_source=Indeed&utm_campaign=JCrew_Indeed

Janitorial Worker (Geneva) – Global Industrial Services - Cleaner needed in the Geneva, NY area. This is a part time evening position. The responsibilities include cleaning all common areas, bathrooms, offices hallways, and other areas required. This is perfect for the person looking to supplement your income. Experience is not necessary but helpful. We are willing to train the right person. Transportation is a must. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Global-Industrial-Services/jobs/Janitorial-Worker-211e92c8c7df63f2?vjs=3>

Janitor/Porter/Cleaner (Geneva) – Belhurst Castle - Belhurst Castle, a premier and famous destination in the Finger Lakes is accepting applications for Janitor/Porter/Cleaner. We are currently seeking experienced and driven candidates! Part time positions are available! Interested individuals must be willing to work flexible hours including weekends and holidays. Must have reliable transportation to and from work and be able to walk flights of stairs. Interested candidates that have little to no experience in janitorial/porter should still apply! We're willing to train and work with the right candidates! This position is performance based - we're looking for individuals who will do exceptional work and want to grow their careers at Belhurst Castle. We offer a competitive hourly wage plus bonus! Join our friendly and supportive work environment! Become part of our family and see why so many of our associates have made Belhurst Castle their career. Contact us today - we can't wait to hear from you! Responsibilities include but are not limited to: - Ensure that all assigned public areas are cleaned to ensure sanitation and that all health and safety standards are met. - Tasks like sweeping, mopping, cleaning bathrooms, vacuuming, dusting, sanitizing, checking light fixtures, etc. - This position reports directly to our Lodging Manager. This ad found on Indeed.com. For more information or to apply: <https://www.indeed.com/cmp/Belhurst-Castle/jobs/Janitor-Porter-Cleaner-42e2489a2e8f8e77?sjdu=QwrRXXKrqZ3CNX5W-O9jEvUx5EgoNSCDS7Hcvh7EMNpiEfiTlwR2sZ8WfZxqRK46ldTimXtWKZS2vAyB6Np6TgQ&tk=1d2cvc3vo0hr2002&adid=184784799&vjs=3>

Custodian/Housekeeper (Waterloo) – Simon Property Group - This position is accountable for the cleanliness of the center common area, which included but is not limited to, the parking lot, common sidewalks, and service bays. This position is also responsible for emptying of trash receptacles, tenant dumpsters, and operating a trash compactor. •Routinely inspects and patrols the interior and exterior of the facility performing interior and exterior custodial duties including sweeping sidewalks/floors, wet mop sidewalks/floors, operate steam cleaner, operate hand vacuum, clean and restock restrooms, gather trash and empty trash receptacles; operate compactor and turn trash carts •Operate a variety of janitorial related equipment to maintain cleanliness of property. •Operate high-reach or lift equipment to perform debris removal and cleaning of elevated surfaces •Assist other departments, including but not limited to, Marketing to clean and patrol during events •Establish procedures to insure completion of scheduled cleaning of different areas of the facility •Maintain a professional, cooperative working relationship with management and all co-workers •Perform the job in accordance with all applicable standards, policies and regulatory guidelines (i.e. OSHA standards) to promote a safe working environment •Ensure the appropriate inventory systems, records, files, material safety data sheets, cleaning supplies, equipment and tools are maintained •Notes damaged or missing property, missing trash containers, and other problems and notifies supervisor •May perform additional duties as assigned. This ad found on Indeed.com. For more information or to apply: https://simon.wd1.myworkdayjobs.com/en-US/Simon/job/Waterloo-NY/Custodian--Housekeeper_R435?source=Indeed.com

Café Staff (Geneva) – Ventosa Vinyards - Responsibilities include, but not limited to: •Servicing customers by greeting them, describing menu items, receiving their order and processing the transaction through the cash register (training will be provided). •Preparation of menu items, including use of equipment such as microwave, panini grill and pizza oven. •Ability to use kitchen tools with confidence and safety. •Delivering food to customers at their tables and clearing empty tables. •Performing tasks as stated on assigned opening and closing checklists. •Ability to cross-train on tasting room responsibilities. Feel free to stop in and fill out an application at 3440 State Route 96a, Geneva, NY 14456 or send your resume to moc.s1548378837draye1548378837nivas1548378837otnev1548378837@ofni This ad found on Indeed.com. For more information or to apply online: <https://www.indeed.com/viewjob?jk=1bb00343eefedc37&l=Waterloo%2C+NY&tk=1d2cvqolk0hr2003&from=web&vjs=3>

Help Wanted Part Time Continued

Assistant Tasting Room Manager (Geneva) – Ventosa Vineyards - We are looking for an energetic individual to assist our Tasting Room Manager with day to day operations of our tasting room. Must be personable and customer oriented. This is a part time position, with weekends required during the busy season. Management experience required. Winery experience a plus. Pay based on experience. Responsibilities include, but not limited to: Assist in the leadership of the tasting room staff •Assist with all aspects of tastings •Work with Manager to ensure all staff are familiar with current wine releases •Provide excellent customer service •Upkeep of the gift shop area •Operate the POS system to carry out customer transactions •Performing tasks as stated on assigned opening and closing checklists •Be the point person in the Tasting Room Manager's absence. Feel free to stop in and fill out an application at 3440 State Route 96a, Geneva, NY 14456 or send your resume to moc.s1548378837draye1548378837nivas1548378837otnev1548378837@ofni For more information or to apply online:

<https://www.indeed.com/viewjob?jk=3534ae78c8c89523&l=Waterloo%2C+NY&tk=1d2cvqolk0hr2003&from=web&vjs=3>

Custodian (Waterloo) – Creative Management Technology, Inc. - Custodian will have the primary responsibility for cleaning retail locations. It is the role of the Custodian will be required to follow daily, weekly and monthly cleaning schedules and should have the required skills and abilities to perform defined service tasks. Follows and completes a daily, weekly and monthly and annual cleaning schedule. These duties include but are not limited to: •Collects all garbage and/or recyclables from the assigned locations and places them in the correct disposal dumpster •Disinfects and cleans garbage cans, and changes liners daily •Cleans and sanitizes restrooms and fixtures daily with germicidal solution •Wet mops all washable floors as specified in schedule including restrooms, stairwells, elevators, office areas and storage areas •Cleans glass and/or windows (inside and outside) when required •Cleans office areas and building entrances and walls using designated cleaning solution as scheduled or needed. ALL QUALIFIED APPLICANTS MUST APPLY THROUGH: cmtfl.com/about-careers.html. This ad found on Indeed.com. For more information:

<https://www.indeed.com/viewjob?jk=947dbdff71d242bf&l=Waterloo%2C+NY&tk=1d2d1ai9p2081003&from=web&vjs=3>

Lifeguard (Seneca Falls) – New York Chiropractic College - 1. Lifeguards must protect the life and well being of every person using the pool facilities; prevent and eliminate hazards; enforce rules; promote sanitary conditions and safe swimming; establish and maintain discipline and respect of all swimmers. 2. Lifeguards must be in good physical condition; demonstrate proficient swimming skills, demonstrate rescue and guarding techniques, possess a current Lifeguard Certification, CPR Certification, and know Standard First Aid. 3. Lifeguards should know their routine and emergency responsibilities under the chain of command. 4. Lifeguards may make any rule the circumstance dictates in order to assure the safety of all swimmers and spectators. 5. *LIFEGUARDS REPORT INCIDENTS TO AQUATIC COORDINATOR - WHO IS RESPONSIBLE FOR MAINTAINING A LOGBOOK AND REPORTING TO THE HEALTH DEPARTMENT. 1.) Your first responsibility at all times is to protect the well being of each individual swimmer. 2.) Comply with and enforce all policies, procedures and regulations of the New York Chiropractic College and New York State Health Regulations. 3.) Present oneself in a professional manner at all times. 4.) Prevent accidents and minimize or eliminate hazardous conditions. 5.) Respond quickly to all emergency situations in the water or in surrounding areas. Administer any first aid needed by a victim of an accident. 6.) Educate patrons and inform them of the purpose and need for rules and regulations. 7.) Do not be distracted by anything that will cause you to perform your job inadequately. You must have full sight of all patrons at all times. 8.) Never leave the pool unattended; always lock the door when exiting the pool. 9.) Never enter the water while on duty unless rescuing a patron. 10.) Complete all records and reports as required. 11.) If you have any questions about policy direct patrons to the Aquatic Coordinator. If you are interested in applying for this position, please submit a cover letter, resume, and list of three references to the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: cmcdermott@nycc.edu. This ad found on the NYCC College website. For more information: <https://www.nycc.edu/employment-opportunities>

Library Access Services Coordinator (Geneva) – Hobart & William Smith Colleges - The Access Services Coordinator oversees the Library's Access Services Unit during daily operations; including facility use, circulation, consortial loan activity, and reserves. Responsibilities include planning for and evaluation of unit staff and resources and the daily opening and/or closing of the facility as well as the monitoring of the facility throughout the open service hours. The Access Services Coordinator provides leadership in maintaining current services, and in the development and implementation of new service initiatives. The Coordinator should be organized and detail oriented and must be able to prioritize projects, duties and workflow. The position requires the ability to communicate orally and in writing; computer data entry and office application skills, and ability to work with library applications. RESPONSIBILITIES: •Perform online circulation activities including generating reports, updating circulation database in response to report results •Consult with patrons in cases of disputed transactions •Perform online reserve activities including creating lists, adding items to lists, removing books from reserve during and/or after the term •Perform processing for consortial and interlibrary loan requests •Participate in the development, implementation, and administration of student training tools •Provide training to student assistants in a variety of assigned tasks •Participate in inventory of collections •Create and maintain patron records •Participate in unit planning activities •Other duties as assigned. Review of applications will begin immediately and continue until the position is filled. Interested applicants are encouraged to submit a cover letter, resume and the names with contact information of at least three (3) professional references to our application service, Interfolio <https://apply.interfolio.com/59790>. If you have a question or need help on uploading your application materials, please contact Interfolio's support team at help@interfolio.com or call 1-877-997-8807 between the hours of 9:00 a.m. through 6 p.m., EST, Monday through Friday. This ad found on the Hobart & William Smith Colleges website. For more information: https://www.hws.edu/offices/hr/employment/adm_2019_Access_Services_Coordinator.aspx

Health Care Positions

Finger Lakes Health CNA TRAINING OPPORTUNITIES When training is complete you may be employed as Certified Nurse Aide at Finger Lakes Health Long Term Care Facilities located in Geneva, Penn Yan and Waterloo.

Contact: Mary Granger: Email: mary.granger@flhealth.org

- Do you like caring for others and making them smile?
- Do you want to help by providing daily support and care to our residents?
- Do you want a career path that can take you from CNA to LPN and beyond?
- Enroll in our Certified Nurse Aide Training Program
- Make a significant contribution in a very important role! **Paid 4-week training program**

For more information contact Human Resources at 315-787-4039. This ad found on the NYS Job Board for more information: [Paid](#)

[CNA Training](#)

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=366933&fwkMethod=L&fwkKey=2005_1706_0_0_171031144401_1509479041140_4191#sthash.0nkfWS2v.dpbs

Registered Nurse (Willard) – Willard Drug Treatment Campus – Willard Drug Treatment Campus has a full time vacancy for a Registered Nurse II. \$57,772-\$71,1557 which included \$7,000 geographic pay. An additional \$5,000 per year for evening shift or \$7,000 for night shift. Excellent benefits including health ins., vacation, dental/vision & retirement. Minimum Qualifications: Candidates must be licensed and currently registered to practice nursing in New York State ANDA have one year of post RN licensure clinical nursing experience. With less than one year possible opening for RN I. Interested candidates should submit their application/resumes to: Personnel 1 Willard Drug Treatment Campus 7116 County Rd. 132, PO Box 303 Willard, NY 14588. Email: Louis.bower3@dohcs.ny.gov This ad found in the Finger Lakes Times.

ON-THE-JOB TRAINING GRANTS

Missing a skill or two that you need to land your dream job? Seneca County businesses can hire, train and upgrade the skills of workers that do not meet the minimum qualifications for a job using a grant from your local Workforce Development Office.

To learn how to take advantage of this great program, please continue reading:

PROCESS

- **Contact Megan Slater at (315) 539-1732 or m Slater@co.seneca.ny.us to discuss your interests and to begin pre-screening.**
- We will help you identify career fields that qualify for training and employers that are interested in this grant.
- Candidates will go through an employer's normal interview process and if hired you will be a regular employee of the company.
- An employer can also request eligibility screening for anyone who applies directly to their business. If you have been pre-screened by Seneca County we can provide you with a letter stating that you are eligible for this program to provide to any employer that you apply to.
- Employers will be reimbursed for a portion of wages paid to trainees and you will be a regular employee; eligible for all benefits provided to non-OJT hires.

****PLEASE NOTE:** All paperwork must be completed prior to the trainee's first day of work. Please allow a minimum of 14 business days for paperwork processing and completion. **

Would you like free training that will lead to a successful CAREER?

Seneca County currently has training funds available to those who are eligible.

Some of our approved programs include, *Certified Nursing Assistant (CNA), Commercial Driver's License (CDL), and Advanced Manufacturing. Get started today!*

If you are excited about starting a new career, have any questions, or would like to schedule an appointment with a career counselor please call or email Dawn Tam (315) 539-1888; dtam@co.seneca.ny.us

**TAX RETURNS
PREPARED FREE FOR
SENECA COUNTY, NY RESIDENTS**



IRS trained & certified volunteers donating their time.
FREE of charge for low to moderate income taxpayers with
 an annual income within the 200% Federal Poverty Income Guidelines
January 28th, 2019 thru April 10th, 2019– By Appointment

Seneca County Workforce
 Development & Youth Bureau
 1 DiPronio Drive
 Waterloo, NY
 315.539.1905

Transportation issues?
 Call 315.539.1905

200% Federal Poverty Guidelines			
Family Size	Annual Income	Monthly Income	Weekly Income
1	\$24,280	\$2,023	\$467
2	\$32,920	\$2,743	\$633
3	\$41,560	\$3,463	\$799
4	\$50,200	\$4,183	\$965
5	\$58,840	\$4,903	\$1,132
6	\$67,480	\$5,623	\$1,298
7	\$76,120	\$6,343	\$1,464
8	\$84,760	\$7,063	\$1,630

As volunteers we are trained using IRS material to provide the following services:

Will Prepare:

- ⇒ Form 1040 EZ
- ⇒ Form 1040A
(With Schedule 1, 2, 3 & EIC)
- ⇒ Form 1040
(With Schedule A, B, EIC, & R)
- ⇒ Form 1040-V
- ⇒ Form 1040-ES
- ⇒ Form 2441
(Child and Dependent Care Credit)
- ⇒ Form 8863
(Education Credits)
- ⇒ Form 8812
(Additional Child Tax Credit)

Will NOT Prepare:

- ⇒ Schedule C
(Profit or Loss from Business)
- ⇒ Complicated & Advanced Schedule D
(Capital Gains and Losses)
- ⇒ Schedule E *(Rents and Losses)*
- ⇒ Form SS-5 *(Request for Social Security Number)*
- ⇒ Form 2106
(Employee Business Expenses)
- ⇒ Form 3903 *(Moving)*
- ⇒ Form 8606 *(Non-deductible IRA)*
- ⇒ Form 8615
(Minor's Investment Income)

Please see a paid preparer for assistance with complicated returns.



IRS e-file is the most accurate way to file a tax return.
 Get \$\$ back in less than half the usual time—even faster by Direct Deposit!
 You get proof that the IRS has accepted your return.
 You can pay your balance due return with a credit card, or ask us to debit it from your bank account.
 IRS e-file is fast, simple and secure.

IRS, VITA, e-file: Service that promises to deliver.



We recruit volunteers throughout the year. For more information, please call 315.539.1905.



**Earn it.
Keep it.
Save it.**

**SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS
FEBRUARY 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 TASC (GED) 9:00 AM - 12:00 PM
4	5	6 TASC (GED) 9:00 AM - 12:00 PM SBDC 10:00 AM - 4:30 PM Motherhood 11:00 AM - 12:30 PM	7 Resume Session 9:15-10:45 AM Jump Start Your Job Search 11:30 AM Fatherhood 5:30 - 7:30 PM	8 TASC (GED) 9:00 AM - 12:00 PM
11 Build Your Skills 2:30 - 4:00 PM	12 Transferrable Skills 2:15 - 3:45 PM	13 TASC (GED) 9:00 AM - 12:00 PM Motherhood 11:00 AM - 12:30 PM	14 Fatherhood 5:30 - 7:30 PM	15 TASC (GED) 9:00 AM - 12:00 PM
18 CLOSED PRESIDENT'S DAY	19	20 TASC (GED) 9:00 AM - 12:00 PM Motherhood 11:00 AM - 12:30 PM	21 Workkeys 8:30 AM -12:00 PM Fatherhood 5:30 - 7:30 PM	22 TASC (GED) 9:00 AM - 12:00 PM Interviewing Techniques 2:15 - 3:45 PM
25	26 Transferrable Skills 2:15 - 3:45 PM	27 TASC (GED) 9:00 AM - 12:00 PM Motherhood 11:00 AM - 12:30 PM	28 Build Your Skills 9:00 AM - 10:30 AM Interviewing Techniques 11:15 AM - 12:45 PM Fatherhood 5:30 - 7:30 PM	



**Seneca County Workforce
Development & Youth Bureau**
1 DiPronio Drive, Waterloo, NY 13165
Phone: (315) 539-1905
Fax: (315) 539-3857
(Please call ahead to register for training sessions)

**Health Care and
Insurance Enrollment Info:**

NYS Health Navigator:

Lacy Paige

By Appointment; (800) 346-2211

Fidelis Care:

To reach a navigator please call:

(315) 264-9902

United Health Care:

To reach a navigator please call:

(877) 856-2429

Cancer Services Program:

Deanna Herrington

By Appointment; (315) 462-0602

SENECA COUNTY WORKFORCE DEVELOPMENT & YOUTH BUREAU CALENDAR OF EVENTS FEBRUARY 2019

WORKSHOPS:

Build Your Skills

Could you use help with computer basics or advanced topics in Microsoft Office (Word, Excel, PowerPoint, etc.)? Have you tried to use JobZone modules to help research different career options? Do online applications and ethics questionnaires frustrate you? LinkedIn questions? Join us in our PC lab and focus on the skills YOU want to improve. See more ideas on the Build Your Skills checklist.

Interviewing Techniques

You got the interview, now what do you do? Register for this session. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview.

Mock Interview (By Appointment)

Do you suspect you could improve your interviewing if a career counselor could watch you interview for a job? Let us offer suggestions for improvement as you watch your recorded mock interview. We'll ask you to provide in advance a resume, if you have one.

Personal Skills for Success. A one day experience with lunch provided you will learn:

What do employers want from me? In this series, we touch on skills identified by regional businesses and industry leaders as critical to quality employees, skills they look for when hiring.

1. Self-Awareness – Emotional IQ, learning to be more aware of and in charge of your feelings and emotions.
2. Communication – how using the right words for a situation makes a difference.
3. Employer Expectations—social media etiquette, professionalism in the workplace, enthusiasm and attitude, and creativity and problem solving.

Resume Session

This workshop is designed both for job seekers who have never had a resume and for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. Please call for information and to reserve your seat in this workshop.

Small Business Development Center Appointments

Starting, running, or expanding a Seneca County business? Call in advance to set up an appointment with a NYS certified business advisor to discuss your idea.

Transferable Skills

Transferable Skills is a training tool for our customers to help you understand your strengths so you are able to apply them to your job search and educational opportunities. Our staff will be able to better assist you with your job search and job matching after the discovery of your transferable skills! Our goal is to help you realize career and educational opportunities you never knew existed for yourself in the past and to help you feel more confident in your future endeavors! Limited space is available so please call for more information and for eligibility determinations.

WorkKeys

Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys tests reading, math and locating information, which could qualify you for a Career Readiness Credential. This credential will assist you in showing employers you are a qualified candidate.

Jump Start Your Job Search

An interactive workshop to learn about all the services and options available to you as you navigate through job searching. A good first step for anyone not quite sure what they want or need to do. Please call for information and to reserve your seat in this workshop.

HEALTH INSURANCE: NY STATE OF HEALTH AFFORDABLE CARE ACT

Fidelis Care Outreach

Meet with a representative of Fidelis Care to learn about their options for Child Health Plus, Medicaid Managed Care, and their products offered through the NYS Health Plan Marketplace. Call ahead so we can notify you in case of schedule changes.

SZAY NY State of Health - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211.

United Healthcare Outreach

Meet with a representative of United Healthcare for your Health Insurance options and needs.

Cancer Services Program

The Outreach worker for the Cancer Services Program of Ontario, Seneca, Wayne and Yates Counties offers services for men 50 and older, women 40 and older who are under insured or without insurance. We offer FREE cancer screening.



Business Start-Up & Expansion Consultation

Offered by

The New York Small Business Development Center

The 1st Wednesday of the month

Appointments Available from

9:00 a.m. – 4:30 p.m.

(Please allow 1 hour for first time appointments)

Located at:

Seneca County Workforce Development

& Youth Bureau

1 DiPronio Drive, Waterloo, NY

Thinking about starting or expanding your business?

Are you already in the planning stages? The SBDC can help! Get answers to your questions about legalities, business plans, financing, marketing and the realities of being a business owner. The SBDC can maneuver you around the obstacles of success.

Make an appointment by calling **315-539-1905** or by emailing workforcedev@co.seneca.ny.us

In partnership:



Are you 16 – 24 years old?

Are you out of school?

Looking to make a positive change in your life?

If the answer is yes, please read further.

Have you ever asked yourself any of these questions?



If you have asked any of these questions, we would be happy to assist you in finding some answers.

The Seneca County Department of Workforce Development and Youth Bureau offers a Career and Job Readiness Program to assist youth/young adults in preparing for the world of work.

For more information on eligibility requirements and program specifics, please contact:



Deborah McGrimley, Employment & Training Youth Coordinator at 315-539-1901, dmcgrimley@co.seneca.ny.us

Annie Mahoney, Runaway Homeless Youth Coordinator, 315-539-1791, amahoney@co.seneca.ny.us

Ryan DeVay, Employment & Training Youth Counselor, 315-539-1914, rdevay@co.seneca.ny.us

Seneca County Department of Workforce Development and Youth Bureau
1 DiPronio Drive
Waterloo, NY 13165

315-539-1905

Services:

“Prove-It!” Online assessments: Finger Lakes Works can set you up with a Prove-It! E-Learning account free of charge for a limited time. Some exam topics that may be of interest include: Basic CNC Machine Operations, Accounts Payable/Receivable, Medical Terminology, Loan Processing, Adobe Photoshop, QuickBooks, and Bank Teller Skills. If you already have a skill and would like to earn a certificate to back up your knowledge the Prove-It! E-Learning program is perfect for you. Prove-It! can be completed anywhere with a computer and a high speed internet connection. To sign up for your free 90 day subscription simply stop in and register with the Finger Lakes Works One Stop in Waterloo, NY

Transferable Skills Workshop: The Transferable Skills Workshop is a training tool for our customers to help you understand your strengths so you are able to apply them to your job search and educational opportunities. Our staff will be able to better assist you with your job search and job matching after the discovery of your transferrable skills! Our goal is to help you realize career and educational opportunities you never realized existed for yourself in the past and to help you feel more confident in your future endeavors! Limited space is available. Call for further information. 315.539.1905.

WorkKeys for Job Seekers: The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today’s workplace.

Metrix E-Learning: Metrix is an online learning system with over 5,000 courses that can help you add skills to your resume, improve your marketability, and increase your chances of securing employment. A Metrix license will provide you with free, unlimited access to vocational courses for a six-month period. Some Courses Offered Include: QuickBooks Pro 2017, Human Resources, Information Technology, Programming, Project Management, Six Sigma, and Oracle. Metrix courses are self-directed, enabling you to complete the courses at your own pace and on any computer with internet access. Please call Dawn Tam at 315-539-1888 to get started.

Youth Services: For 16-24 year olds who are out of school

Youth Employment Program: In this program we emphasize real-world labor expectations. The Workforce Youth Program provides opportunities for career exploration, financial & literacy training, academic improvement, paid work experience and social growth. For more information call 315-539-1905 and ask for Deborah McGrimley

JOB CORPS is a **free** education and training program that helps young people learn a career, earn a high school diploma, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life. Please contact Ms. Caldwell at 585-454-5130 for an appointment.

Other Services

AFFORDABLE CARE ACT - Need help with health insurance? Do you have questions about the Affordable Care Act? Have a question about accessing health care, or prescriptions? Just ask (100% free of cost)! My name is Lacy Paige, I am a Certified Navigator for the New York State of Health and would be happy to review your options with you! I will help guide you through the application process. I assist Seneca County residents, but the S2AY Rural Health Network also has Navigators in Steuben, Yates, Tioga, Schuyler, Wayne, Livingston, Chemung, and Ontario Counties. Feel free to call 315-539-1848 with any questions you have. If you would like an appointment to meet with me call 1-800-346-2211. Don't wait, get in touch with me today!!

TASC Formerly GED; **EDP** (External Diploma Program) is a nationally recognized alternate way for adults to earn a NY state-issued HS Diploma. **The TASC and EDP programs are FREE, self-paced, flexible (scheduling) and most important ... individualized. Take the first step toward a better future.** Please contact instructor Ruth Brewer at (315) 573-0893 for additional information. Both Programs are offered at Seneca County Workforce Development and Youth Bureau (315) 539-1905.

Are you Age 55+ and looking for a job? Associates for Training and Development (A4TD) provides employment services to workers 55+ and has the ability to enroll eligible older workers in part-time temporary training positions; it is your stepping stone back into the workforce. To be eligible applicants must: (1) Want to receive occupational skills training and job search assistance (2) Be age 55+ (3) Be currently unemployed and (4) meet income requirements. To learn more and apply please visit www.A4td.org and go to Get Started. Please contact Seneca County Workforce Development & Youth Bureau with any questions or for computer assistance.

Housing Resources

Housing Resources are now listed on our website: www.co.seneca.ny.us/wdyb
